DoD, National Capital Region (NCR),

Mass Transportation Benefit Program (MTBP)

Ethics Awareness Training

Applicants and participants are required to take a brief ethics training. When applying for and claiming the benefit, participants in the program must certify and attest to program criteria. The training informs applicants/participants of important ethical conduct and legal implications associated with using the benefit.

Program Background

The MTBP was established in October 2000 and is offered to eligible* employees and military service members, to the extent authorized by law and regulation, to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives.

*For eligibility/qualifying criteria, please click http://www.whs.mil/DFD/PSD%20Services/Qualifying.cfm

Tax Evasion and Fraud

Employees who misuse the transportation benefit will be subject to criminal prosecution, and/or agency disciplinary action, up to and including dismissal. Substantiated violations of any of these certifications may impact an employee's security clearance status.

Program Certification

What do the certification statements mean?

- **When applying for the benefit, you will be attesting to several things.**
- **By signing, the applicant is formally and legally attesting that the statements made in the application are true.**
- **The DoD NCR MTBP certification includes several certification statements. The certifications state, I certify that I understand that:**

1. **I am employed by the US Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal Agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.**

   This means that you do not have federally subsidized parking, are not listed on any federal parking pass and you do not park your vehicle at a government parking lot or garage.

2. **My claim for benefits is as a Federal employee or military service member.**

   This means that you are directly employed by the DoD (and receive your pay directly from the DoD) or are an Active Duty military service member, including Reservists and National Guard Members who are on active duty for more than 30 days. Also included are part-time Federal employees, paid interns, non-appropriated fund (NAF) employees employed by a duly constituted NAFI.

3. **I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.**

   This means that you are qualified to receive the transportation fare benefit, you use a qualified means of transportation to commute to/from work and you will not give or sell your benefit to anyone for any other purpose.

Program Certification

What do the certification statements mean?

4. **The monthly transportation benefit I am claiming does not exceed my monthly commuting costs.** ***This means that you will not claim more in fare benefit than what it actually costs you for your commuting to/from work. Costs should be calculated based on actual days commuted, taking into consideration telecommuting, alternate work schedules and compressed work schedules.***

5. **I will adjust the amount received based upon long term TDY or leave.**

   This means that if you are away for an extended period, in which you are not commuting and incurring costs, that you will not claim benefits, or if you have already been issued benefits for that period, you will reduce your next claim by any remaining amount. Please note that the DoD does not pay to "hold" or "reserve" seats for vanpools while you are on extended absence.

6. **Upon separation from DoD, I will return unused fare media to the MTBP Office. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.**

   This means that you are responsible for returning any fare media or providing repayment to the DoD for periods during which you are not eligible to participate

7. **I will notify the MTBP office of any changes in my status, i.e. home or work address, change in commuting pattern or change in organization even if within the DoD.**

   This means that you are responsible for notifying the MTBP Office of any changes that affect your home/work address, commuting pattern or change in employing organization.

Program Certification

What do the certification statements mean?

8. **I will NOT calculate parking costs**

   This means that you will not include costs incurred for parking (i.e. Metro parking lots, commuter lots, parking garages, etc) when determining your monthly commuting costs. The benefit is intended to solely cover your use of mass transportation.

9. **I am not a vanpool owner/driver of my own for profit vanpool. If I am a driver and receive a reduced fee, I will adjust my claim for benefits accordingly. If I am a driver and receive compensation, I may not participate in the program.**

   Vanpool owners who commute in their own (or their own company's) vanpool may not receive the benefit. Furthermore, if you are a driver of a vanpool owned by another person or company and receive compensation for driving, you may not participate in the program. Finally, if you are a driver of a vanpool owned by another person or company and pay a reduced fee to the vanpool owner, you may not receive more benefit than your actual cost.

10. **The mode of transportation for which I am claiming the mass transportation benefit is a qualified means of transportation.**

    Qualified means of transportation (QMOT) are commercial or public transportation operated for use by the general public and/or modes of transportation that meet the requirements of section 1.132-9 of title 26 of the Code of Federal Regulations (C.F.R.). For a listing of QMOT, please visit http://www.whs.mil/DFD/PSD%20Services/FAQs.cfm

Commonly Asked Questions

1. **What do I do if I have benefits left over from the previous distribution period?** ***Reduce your claim during the distribution period.***

2. **What if my costs are more that the maximum benefit amount?** ***If your costs exceed the maximum allowable benefit, you must supplement additional costs with your own funds. The IRS sets the maximum allowable benefit amount. DoD cannot provide more than is allowable by the IRS code.***

3. **What if my work schedule changes, i.e. I plan to telecommute or participate in an alternate work schedule?** ***If your work schedule changes your commuting costs, you must notify the MTBP office of this change. You may use the online application to make this change. <provide link?> Remember that your estimated costs are based on the actual days commuted to and from work.***

4. **I am leaving DoD to take another job and have leftover benefits. What can I do?** ***You must withdraw from the DoD NCR MTBP and return unused benefits upon your departure from DoD. Procedures for withdrawing and returning benefits are listed on the DoD NCR MTBP website.***

5. **I plan to go on extended leave. Can I still receive my benefit?** ***If you are out on extended leave, you are ineligible to receive benefits for the period you will not be commuting to/from work. If your account is inactive for two consecutive quarters, you will be withdrawn from the program and required to re-enroll upon your return.***

6. **I didn't use all of my benefit. Can I give it to someone else?** ***No. Your benefit is issued to you for the sole purpose of subsidizing your commute to/from work. It is against the rules and the law to sell or give your benefit to someone else OR to use it for anything other than its' intended purpose.***

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Ethics Awareness Training Completion & Acceptance

Thank you for completing the Ethics Awareness Training.

Please click on “Next” to acknowledge that you have read, understand and agree with the contents. Click “Cancel” to exit the application completely.

Next Cancel